



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SOLID WASTE SITE SUPERVISOR

Class No. 007089

■ CLASSIFICATION PURPOSE

To coordinate the operation and maintenance of inactive solid waste landfill sites; to operate any type of heavy and other construction equipment used at landfill sites; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a firstline supervisory class. Under general supervision, incumbents are responsible for directing the work of subordinate staff. This class is distinguished from the next lower class Equipment Operator in that the latter has no supervisory responsibilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Coordinates all operations at an inactive solid waste landfill site.
2. Establishes priorities and coordinates the work of equipment operators, construction contractors, and other support staff.
3. Operates heavy equipment as needed.
4. Coordinates work on various maintenance and construction projects.
5. Communicates with regulatory inspectors.
6. Oversees environmental contractors and contaminant management systems.
7. Maintains site and equipment records.
8. Ensures environmental compliance and site safety.
9. Provides responsive, high quality service to county employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation, maintenance, and inspection of heavy equipment.
- Vehicle/equipment laws applicable to landfills.
- Safety practices applicable to landfills.
- Materials and work methods used in sanitary landfills, including methods of hazardous waste disposal.
- Storm water erosion control methods.
- Landfill regulatory requirements.
- Cost accounting and record keeping.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Operate the most complex, motorized, earthmoving vehicles and equipment including: three-axle trucks, tractors, graders, skidloaders, roller-compactors and hydro-hammers.

- Establish and maintain effective working relationships with management, regulatory agencies, contractors, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Perform work planning and scheduling.
- Coordinate the work of equipment operators and construction crews working at landfill sites.
- Interpret and implement design and grading plans, drainage, landscaping, and storm water erosion control measures.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: three (3) years at the level of Senior Equipment Operator in the County of San Diego, or equivalent experience operating heavy equipment in construction and maintenance work in sanitary landfills.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level. Incumbents use physical strength and agility on a continual basis, including lifting objects weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class A driver's license, which must be maintained throughout employment in this class, is required at time of appointment.

Certification/Registration

None Required.

Working Conditions

Exposure to adverse weather, heavy equipment operation, unpleasant odors, snakes, impacted groundwater, landfill gas, leachate, condensate, and potential contaminants such as organic compounds and heavy metals.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: January 8, 1962
Revised: March 18, 2003
Revised: June 15, 2004
Revised: June 2005